

## **INSTRUCTIONS**

### **Headquarters Honor Awards Nominations**

#### **General Guidelines:**

- Any permanent full-time or part-time Headquarters civil service employee can nominate.
- To be eligible for a civil service award, nominees must have held a permanent full- or part-time civil service position at NASA Headquarters for at least one year, and must be Headquarters employees at the time the nomination period closes. Temporary employees are not eligible (i.e., detailee, including detailees from another NASA center; Stay-in-School; etc.).
- To be eligible for a non-civil service award, nominees must have been a NASA Headquarters contractor for at least one year, and must be a Headquarters contractor at the time the nomination period closes.
- An individual/group may not receive a Headquarters Honor Award in the same category for two consecutive years. Nominations received for a previous year's recipient in the same award category are ineligible.
- An individual/group is ineligible for a Headquarters Honor Award if an Agency-level Honor Award was received by the nominee within the most recent Agency-level Honor Awards cycle.
- Voting members of the committee are ineligible for nomination.
- Grade level is not a criterion. All grades are eligible.
- Nominees should be representative of the NASA Headquarters population; including women, minorities, individuals with disabilities, and support staff.

#### **How to Nominate:**

- Complete the attached nomination form. Copies of forms may be reproduced. Form NHQ 170 is also available electronically. [https://extranet.hq.nasa.gov/nef/user/form\\_search.cfm](https://extranet.hq.nasa.gov/nef/user/form_search.cfm)
- Stay within the boxed areas, and do not attach continuation sheets.
- **Answer all questions on both sides.**
- **Type the nomination forms. Handwritten forms are not acceptable and will be returned.**
- Submit only the original.
- Please furnish name, title, and code of immediate supervisor and division director for each person nominated on cover memo.
- Submit completed forms to Human Resources Management Division, Headquarters Honor Awards Coordinator, Denise Hurey, Room 4022 and contact number 202-358-2105.
- The Committee members will not know who submitted a nomination; that information is confidential.